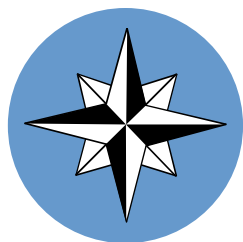


January 2000



HRM NewsLine

HR LOOKS AHEAD

A Message From the Division Manager

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As we enter the year 2000, we in HR continue to look for ways to improve the services we provide to the employees and managers throughout the Southwest Region. One of the things that people seem to want most from us is information. With that thought in mind, we are initiating this new publication, *HRM NewsLine*, to replace *HRM Matters*. Our goal is to provide a source of HR information that is current, applicable and interesting. In addition to articles, you will find links to other resources, such as publications and web sites where more extensive information is available.

Human Resource Management in the Federal sector is undergoing great change, and this is particularly true at FAA. With personnel and pay

reform, FAA is leading this innovative trend. We want our customers to be as knowledgeable as possible about new innovations so they can take full advantage of the flexibility within the system.

Through this newsletter, we look forward to sharing information, ideas and innovations with you, as we continue to create a workforce built on the lessons of the past, the innovations of the present and the needs of the future.

Please provide us with feedback on the topics you want us to address. In addition to the content, we welcome your comments on the format. We want this newsletter to be a document that is truly useful to you.

Best wishes for the new year!

—Teri Bruner

HRM NEWSLINE WILL

**BE AVAILABLE ON
THE SOUTHWEST
REGION INTRANET
WEB PAGE. VISIT
OUR WEB SITE IT'S
A GREAT SOURCE OF
HR INFORMATION
AND POLICY. THE
URL IS www.sw.faa.gov/asw010.**

★ ★ CORE COMPENSATION

The Administrator recently announced that new pay bands for CY 2000 have been added to the core com-

pensation website (www.faa.gov/corecomp/). These pay bands reflect a 4.2 percent average increase, bringing our pay ranges for this year to levels that are comparable with the external job market.

Now that we have the new pay bands, a Compensation Estimator will soon be available. This automated tool (spreadsheet) will allow you to estimate

your pay under the current system versus the core compensation system, both annually and for five years into the future. The tool will enable you to calculate the potential outcomes of different scenarios and assumptions, including whether you receive an SCI.

Before implementation, a conversion sheet will be printed for each employee covered by the core compensation plan. Employees will receive the conversion sheets through their managers. Conversion sheets will identify the employee's job category, pay band, WIG buyout amount, any locality pay, and the total new annual salary (effective April 23.).

UNIONS SEEKING EXPANDED PRESENCE IN FAA

PROPOSED BARGAINING UNIT	UNION	FILED	STATUS
Alaska Region Flight Standards Inspectors & others	PASS	3/99	Election - 82% voted Yes
NAS Tech Services employees at Aeronautical Center	PAACE	11/99	Agency response filed
AOS-200 Engineers at Aeronautical Center	NATCA	8/99	Agency response filed
Drug Abatement Inspectors nationwide	NUDAI	9/99	Ballot count 12/8/99 – 52% voted Yes
Regulation & Certification, misc. other HQ employees (AVR, AAI, AAM, AFS, AIR, AIM, ASY, ARP & ACR)	AFSCME	8/99	Ballot count 12/2/99 – 87% voted Yes
Command Center Weather Unit	NAATS	9/99	Agency response filed
AMQ staff at Aeronautical Center	NAGE	8/99	Agency response filed
Aircraft Certification field inspectors and support staffs	PASS	9/99	Ballot count 1/7/00
Security staff nationwide	NATCA	9/99	Hearing 11/22/99, cont'd 1/00
HQ Budget and Finance staffs	NATCA	9/99	Consent agreement anticipated on 12/3/99
Regional Financial Services & Logistics Divisions Combined into one petition	NATCA	10/99	Agency response filed
Some Air Traffic Operations staff	NATCA	10/99	Withdrawn 11/99
HQ Air Traffic Services staff	AFSCME	10/99	Consolidated 4 petitions; added Public Affairs. Agency preparing amended response
Office of the Administrator employees	AFSCME	10/99	
Asst. Admin. for Regions & Centers employees	AFSCME	10/99	
Misc. HQ employees (API, APO, AEE & AIA)	AFSCME	10/99	

For more info contact George L. Taylor, Mgr., Labor & Employee Relations Branch, ASW-16, 817-222-5816.

U Mentoring Center

If you're interested in mentoring, the Organization Development Staff, ASW-11, has designed a Mentoring Center that offers any employee a chance to focus on developmental goals. Employees may spend from 1-90 days developing their IDP, work plans, and competencies. Special emphasis is placed on teaming mentees with coaches (mentors) to help individuals develop writing, speaking, and interviewing skills. Contact Frances Leach, ASW-11, at x5811 for details.

U Awards and Recognition

A "Guide to Awards and Recognition" has been added to the HRM Division intranet web site. The URL is www.sw.faa.gov/asw010/awards. Through this site you can access FAA recognition policy and guidance. The site also includes writing tips and informal recognition ideas. A calendar of awards can assist you in planning throughout the year and also let you know when nominations are being accepted. Check out the photo gallery section for a look at recent award recipients around the region.

U Aviation Education

During a December Wright Brothers' Anniversary celebration, 600 Fort Worth area elementary students participated in Air Bear Goes to School. Students got a special flight without ever leaving the ground. In this joint activity with the Aeronautical Center, 20 employee volunteers were trained on how to conduct this education outreach program. Over a 2-day period, the employees facilitated the 1-hour programs and coached the students on how to "role play" a variety of aviation careers. Using simple props and a child's imagination, the Air Bear Mascot took students on a pretend flight to Kitty Hawk to watch the Wright Brothers' first flight. In addition to the career role play, the goals are to motivate students' interest in science and math and to increase children's comfort with flying—Air Bear lets them know that flying is fun and safe. Now that the regional office has a group of trained volunteers and the props, Air Bear will be visiting schools on a periodic basis. The next stop is Lindsay, Texas, in March. For more info contact Debra Myers at x5833.

CBT OR CBI—WHAT'S THE DIFFERENCE?

CBT IS COMPUTER-BASED "TRAINING."

CBI IS COMPUTER-BASED "INSTRUCTION."

Differences in learning style, advances in technology, efficiency, delivery of training to remote sites, and budget constraints make CBT and CBI along with other "distance learning" methods very popular. Our agency is one of the leading government agencies for "distance learning" technology. CBT is funded through FY 2000.

The national program office has a web site to help you with course information and enrollment. The URL for CBT is: www.faa.wbt.jccbi.gov/ama300b1.

This site has 1st Time User, Enroll, Frequently Asked Questions, Available Courses, Critique Form and other information. Take a few minutes to review this site and be-

come familiar with the courses.

Please note, a request for training form must be signed by your supervisor before enrolling.

Some of the 206 courses include Internet/ Intranet skills, PowerPoint, Word, Excel, Outlook, NT courses, Databases, Project Management, UNIX, Web Design, etc. You will need Internet access along with the computer hardware requirements indicated on the web site.

CBI works somewhat differently—you cannot access CBI from your computer. Various CBI sites are located throughout the region. Our CBI site is located in Room 262 in HRM Division, and is available for any employee enrolled in a CBI course. Site Coordinators are Hal Buie (817) 222-5879 (Federal Relay 1-800-877-8339) or Leonese Holder at (817) 222-5809. You may also coordinate set up by email. There are five computer

stations at this site. Advance coordination is very important to accommodate logistical needs, such as obtaining any books or manuals.

The CBI site offers courses such as: FAA Orientation, EEO, Model Work Environment, Emergency Readiness, Integrated Payroll & Personnel System, Internet, Technical courses for Airports, Labor Relations, Management, Airway Facilities, Air Traffic, and so forth.

If you would like information on how to utilize these training methods, contact your appropriate line of business Training Coordinator. They will be able to assist you with the logistics involved in taking any of these courses.

FAA's CBI web site is: www.academy.jccbi.gov/catalog/html/cbiivtList.htm.



Through the funding of the CBT program, the agency has made up-to-date training on almost all of our current business software available to employees at their own desktop. With over 200 courses, employees can expand their computer skills at their own pace. It is truly an unparalleled opportunity for employees and the agency, notes Dr. Bert Wilson, Manager, Organization Effectiveness.

RETIREMENT CHANGES IN THE BALANCED BUDGET ACT OF 1997

Effective January 2, 2000, Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) annuity contributions will again increase for all federal employees as follows:

<u>PERIOD</u>	<u>CSRS*</u>	<u>CSRS OFFSET*</u>	<u>FERS</u>	<u>FERS/ATCS</u>
01/99-12/99	7.25%	1.05%	1.05%	1.55%
01/00-12/00	7.40%	1.20%	1.20%	1.70%
01/01-12/02	7.50%	1.30%	1.30%	1.80%

(*Includes ATCS)

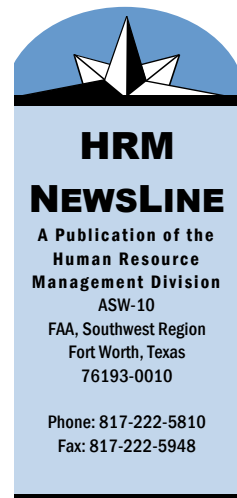
RETIREMENTS OCTOBER 1, 1999 JANUARY 1, 2000

Arnhart, Barbara A.
Balderas, Carol
Balke, Charles
Banazek, Arthur
Bertram, Bobby
Biggs, James F.
Birch, Michael
Bishop, Patricia
Boeve, Willis
Burdick, Cecil
Cech, Fred
Comeau, Barbara
Crawford, James
Davila, Daniel
Davis, Edward R.
Davis, Perry
DeHart, Jr., Clyde
Doar, James T.
Escalera, Albert
Fernandez, Miguel
Fleming Jr., Archie
Founteno, Freddie
Fry, William
Gutierrez, Modesto
Hamilton, Janice
Hennig, Philip
Henson, Dean
Hixon, Glen

ASW-16
DeRidder Tower
Gulf Coast SMO
Gulf Coast SMO
Rio Grande SMO
Houston ARTCC
Mesa Rica Radar
ABQ AFSS
Red River SMO
Gulf Coast SMO
San Antonio FSDO
ASW-400
FTW ARTCC
ASW-400
FTW ARTCC
ABQ ARTCC
ASW-1
FTW ARTCC
Houston Intl.
ABQ FSDO
Shreveport Tower
San Angelo AFSS
Little Rock FSDO
ABQ ARTCC
OKC FSDO
ABQ ARTCC
ABQ ARTCC
Dallas FSDO

Holmes, Lee
Hopkins, Barbara
Housh, Terry
Howell, William
Kempton, Larry
King, David
Kutzscher, Richard
Lankford, Kenneth
Laurents, Van
Layne, Alice R.
Maselli, Peter
Milliser, Edwin
Morris, Albert
Mullens, Jesse
Nicolet, Glen
Norman, Gail
Oakes, Thomas
Olson, Jimmie
Porter, Charles
Robertson, Delores
Sieczkoski, Daniel
Smith, Gail
Stahl, Johnny
Wallace, Leslie
Ward, James
Weed, Stephen
Whitlock, Howard R.

Fort Worth AFSS
FTW ARTCC
Amarillo Tower
FTW AFSS
FTW ARTCC
Red River SMO
Rio Grande SMO
ASW-500
Gulf Coast SMO
ASW-500
OKC Tower
Little Rock FSDO
ASW-200
Red River SMO
ABQ ARTCC
ABQ ATCT
DFW TRACON
Houston ARTCC
ASW-100
Harlingen Tower
ANI, Austin
ASW-50
Shreveport Tower
Monroe Tower
OKC Tower
ZAB
ASW-100



Roundup

- ✧ Thrift Savings Plan (TSP)
Calendar: TSP Statements will be sent out quarterly (instead of twice a year) on March 31, June 30, September 30, and December 31; TSP Open Season Dates are April 15-June 30 and October 15-December 31.
- ✧ Federal Employees Group Life Insurance (FGLI) changes made during the 1999 FGLI Open Season go into effect on April 23.
- ✧ The year 2000 COLA for CSRS retirees is 2.4 percent and for FERS retirees it's 2 percent.
- ✧ Social Security Benefits
Statements will be mailed to all Americans over the age of 26 between October 99 and

October 00. Estimates will be mailed three months before an individual's birth date.

- ✧ In recent HRM personnel changes, Ann Arnhart retired and Jenny Francia, has assumed Arnhart's duties as the new Work and Family Life Program Manager in the Labor and Employee Relations Branch. Yvette Munoz has also joined the branch as labor relations assistant. In Customer Relations Branch, employment specialist, Debbie Jacobs, and student coop, Abel Ayala, recently left.

- ✧ Core compensation training for managers and supervisors is ongoing in the region. Airway Facilities has classes scheduled from January through March, and Airports has training scheduled in January. Employee training is scheduled to begin in early March. For more info contact Mamie Harley at x5895.
- ✧ Looking for more detailed FAA HR policy and guidance? Check out the national HR web site for human resource info and employee services at: interweb.faa.gov/ahr/index.cfm. You can also access the Office of Personnel Management's (OPM) site for Federal personnel info: www.opm.gov.